

Criminal History Check/ Livescan Fingerprint Instructions

MCL 722.115c(1)	Applicant for child care organization license; criminal history check and criminal records check; requirements; fee; definitions.
	<p>(1) Except as provided in subsection (8), when a person or partnership, or licensee designee if the applicant is a limited liability corporation, firm, corporation, association, or nongovernmental organization applies for or to renew a license for a child care organization under section 5, the department shall request the department of state police to perform both of the following on the person, licensee designee, chief administrator, and program director of a child care organization:</p> <ul style="list-style-type: none">(a) Conduct a criminal history check on the person.(b) Conduct a criminal records check through the federal bureau of investigation on the person.

The purpose of this instructional is to assist child care organizations, specifically camps, with achieving compliance with MCL 722.115c (1) regarding criminal history checks (CHC) of statutorily identified individuals associated with either the original or renewal camp site and/or program application.

Individuals statutorily identified as requiring a Criminal History Check (CHC), that include Livescan fingerprint, must complete the following steps:

1) If you:

are an individual associated with an original application, you must contact the licensing unit listed below for the **Camp Licensing Record Clearance Request** (BCHS-1326-Camp) form that is necessary to complete the Livescan fingerprint requirement. The Camp SITE/ PROGRAM applications are located online at Michigan.gov/laracamps within the **Forms** section.

OR

you are individual associated with an existing licensed camp, your application and **Camp Licensing Record Clearance Request** (BCHS-1326-Camp) form will be mailed to you prior to the beginning of your renewal season.

- 2) You must complete *Requestor Information*, *Clearance Information*, and *Signature* areas on the **Camp Licensing Record Clearance Request** (BCHS-1326-Camp) form.
- 3) You must download the Michigan State Police **Livescan Fingerprint Background Check Request** (RI-030) form located at http://www.michigan.gov/documents/msp/ri-030_393611_7.pdf
- 4) You must complete sections 1, 2, 3, and 4 of the **Livescan Fingerprint Background Check Request** (RI-030) form.
- 5) You must schedule a Livescan fingerprint session by selecting a vendor from Michigan State Police website http://www.michigan.gov/msp/0,4643,7-123-1878_8311-237662--,00.html
- 6) You must attend the Livescan fingerprint session scheduled. You must have the Livescan vendor complete their sections on the RI-030.
- 7) You must mail both completed **Camp Licensing Record Clearance Request** (BCHS-1326-Camp) and **Livescan Fingerprint Background Check Request** (RI-030) forms to:

LARA/BCHS
P.O. Box 30664
Lansing MI 48909

If you have questions, please contact your assigned licensing consultant or the licensing unit at (866)685-0006.